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MEMORANDUM FOR THE RECORD:

15 November 1954

SUBJECT: Logistics Office Reports Management Program

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1. Discussed the proposed program today with
Acting Chief, LO Administrative Staff. As an incentive to promote
the program I offered almost full-time assistance from our staff.

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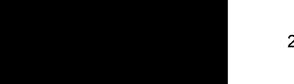
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- 2. Further discussion reaffirmed my belief that, to be successful, reports management must be sold from the top downward. Logistics Office is a case in point. The Chief of Logistics recognizes the value of reports management and desires a program. However, he is reluctant to launch one until the DD/A has issued a policy statement as to whether reports management will be applied throughout the DD/A area, and if so, whether it will be administered at the DD/A level or at Office levels. In short, the Chief of Logistics does not wish to expend a lot of manpower on a program which later may not fit in with the DD/A's plans.
- 3. Again—the need arises for at an early DD/A staff meeting.



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